

Application for the post of:

Location:

Reference No:

## Personal details

Surname:

Title preferred:

Forenames:

Address:

Post Code:

Home Telephone:

Mobile Telephone:

Email Address:

National Insurance No.

Current Salary:

Notice Period:

## Where were you originally directed from when you first saw the role advertised?

Internal <input type="checkbox"/>	Other Website <input type="checkbox"/> Please specify:
Thompsons Website <input type="checkbox"/>	Reed <input type="checkbox"/> Please specify:
CILEx <input type="checkbox"/>	Referral <input type="checkbox"/> Please specify:
Simply Law <input type="checkbox"/>	Totaljobs <input type="checkbox"/> Please specify:

## Disability

Thompsons Solicitors is proud to be recognised as a 'Disability Confident' employer. We are approved by Jobcentre Plus to display the 'Disability Confident' symbol in recognition of our adherence to a number of commitments regarding the employment, retention, training and career development of disabled employees. One of these commitments is to interview all disabled applicants who meet the minimum criteria for a job vacancy.

In order to meet this undertaking, and as permitted under the Equality Act 2010, we ask you to tick the box below, if the statement applies to you.

I consider myself to be disabled within the definition of the Equality Act

Are there any particular adjustments you would require us to make in order to make it possible for you to attend for interview, or, if successful, to take up this post?

## Equal Opportunity Policy

Thompsons Solicitors is an equal opportunities employer. This application form does not contain any questions in relation to (a) your place of birth/nationality; (b) marital status or children; (c) age; or (d) sexual orientation.

Questions on these matters will not normally be asked at interview, but if you are offered an appointment this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the appointment and carrying out the full duties of the post.

The detachable questionnaire does not form part of your application. It will be kept separately from it and used only to monitor the effectiveness of the firm's Equal Opportunity Policy.

## Referees

Please provide the name and address of two referees one of whom should be your present or most recent employer.

**Please note:**

References will normally be taken up for applicants invited for interview. Please tick the boxes below if this is **not** convenient.

(1) Name:

.....

Position:

.....

Address:

.....

.....

Email:

Telephone:

.....

Tick box if not convenient

(2) Name:

.....

Position:

.....

Address:

.....

.....

Email:

Telephone:

.....

Tick box if not convenient

## Declaration

To the best of my knowledge and belief the information I have provided is correct. I understand that my application will be disqualified or, after my appointment, disciplinary action considered if I have knowingly given false information.

I agree that Thompsons may hold and use the information about me contained in this application, including any information which falls within the definition of "sensitive personal data" under the terms of the Data Protection Act 1998 and the Employment Practices Data Protection Code, for the purposes of processing this application and for personnel reasons if an offer of employment is made. If on this occasion no offer is made I agree that Thompsons may keep a record of my application for up to 12 months.

Signed:

Date:

.....

Please see Equal Opportunity Policy Below

# Equal Opportunity Policy

Private and Confidential

STANDING UP FOR YOU

Thompsons Solicitors strives to be an Equal Opportunities employer. The firm operates a policy with the aim of ensuring that unfair discrimination does not take place in recruitment, promotion and training. In order to help us monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested. This information is confidential and does not form part of your application. This information will be separated from your application when it is received, and the information will not be taken into account when making the appointment.

Surname:

Initials:

Date of Birth:

Are you:  Male  Female  Transgender

Would you describe yourself as:  Married  Unmarried

Are you disabled?  Yes  No

To which one of these groups do you consider you belong?

- White  Black African  
 Black/Caribbean  Asian  
 Chinese  Mixed Race  
 Prefer not to say  
 Other (please specify)

What is your sexual orientation?

- Bisexual  Gay man  
 Gay woman / lesbian  Heterosexual / straight  
 Other  Prefer not to say

What is your religion / belief? (*Tick one box only*)

- Buddhist  
 Christian (including Church of England, Catholic, Protestant, and all other Christian denominations)  
 Hindu  Jewish  
 Muslim  Sikh  
 Any other religion/belief (please specify)  
 No religion  Prefer not to say

Committed To Equal Opportunities



*standing up for you*